

File

25X1

12 February 1953

~~CONFIDENTIAL~~

MEMORANDUM FOR: Chief, Support Staff

SUBJECT : Weekly Activity Report

1. ITEMS OF ADMINISTRATIVE INTEREST

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a. The [] T/O, which was submitted on January 5, 1953, was approved on February 10, 1953, and an advance copy is being sent to [] today so that certain necessary adjustments can be made.

b. It has been definitely determined that six Junior Officer Trainees which OTR had been carrying on its T/O have been reassigned to OCI without our knowledge and/or consent. This was due primarily to a lack of coordination between PDC and PDO. A procedure to forestall this practice in the future has been presented to PDC for concurrence by them and PDO.

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c. With the physical transfer of Doctors [] to IASO, the only remaining OTR occupants of Bldg. 14 are Messrs. []. As soon as arrangements have been completed for the transfer of accountability of property these individuals will be ordered to vacate this space.

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d. Mr. [] was appointed Case Officer for Project [] by D/TR.

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e. [] is in process and will EOD approximately 16 February 1953.

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f. Financial report through 31 December for [] was submitted to the Commercial Division.

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h. Concurrence has been received from the Comptroller's Office to train a Finance Officer for [] at Headquarters from 2 through 31 March 1953. Mr. [], an Instructor at [], has been selected for this position.

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i. Discussions were held between Chief, Language Services Division, Budget-Fiscal Officer/OTR and TLO/SI concerning increased cost of [] trainees [].

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25 YEAR RE-REVIEW

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j. The following relocations of OTR units were effected on 7-8 February 1953:

- (1) [] from [] to R&S 25X1
- (2) [] from R&S to site [] 25X1
- (3) [] from north to south end of [] 25X1

k. [] relocated from south end, second floor, to north end, first floor, Bldg. [] on 7-8 February 1953.

l. The construction in Wing A, Alcott has been completed Except for minor painting details the area is ready for occupancy.

m. Training Aids Shop area at rear of R&S is expected to be completed on 25 February 1953. Move into new area will be scheduled for 28 February 1953.

n. Budget & Fiscal Section relocated from Room 1306, I Bldg. to Room 1313, I Bldg., on 5 February 1953.

o. [], Medical Office, states he will be unable to procure civilian medical technicians for []. Therefore, informal arrangements have been made to borrow two (2) [] slots to cover requisitions for medical technicians. These slots will be used until a revision of OTR military requirements is submitted to increase our authorization for [] personnel.

[]
Administrative Officer, OTR

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